

CJIS Online Security Awareness Training



Vendor Guide

2015

Preface

Welcome to the new CJIS Security Awareness Training software available to Texas vendors and support staff to help meet current CJIS Security Policy requirements in Section 5.2. TX DPS purchased this application to help agencies that may not have access to Omnixx/TLETS. Many agencies will find this a good single source for electronic recordkeeping instead of maintaining a paper list or multiple lists for audit review.

We recommend starting small by adding the agency's IT staff, personnel who typically do not have sign on credentials to Omnixx. Many vendors have been preloaded into the training software and will not need entering. This application has been provided to help create one recordkeeping source for all Security Awareness Training.

The manual is broken into parts. One section for the vendor and one section on the security awareness training process. The content labeled 'Vendor Administrators' refers to the access and responsibilities the main vendor contact has in this guide. The 'Vendor Administrators' section is primarily for the vendor's use. A law enforcement agency's TAC may set up an administrative account for their vendor. The Vendor Administrator keeps track of their own company's employee records. The TAC can search and view reports of their vendors, IT staff and employees training records. The last section is the overall training and testing process for all employees.

Some important tips to know before getting started; for personnel to be entered, each record must have a unique business or personal email address as this becomes their sign on credential. When creating the account for individuals make note of their initial login credentials as you will need to relay this information to them. This training application needs Internet access to complete. There is a Contact Support button at the screen bottom for any assistance needed.

CJIS Online – Vendor Tutorial



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Introduction

CJIS Online is the latest addition to the resources TX DPS has added to help agencies meet CJIS Security Awareness Training requirements. Definitions mentioned throughout this document include:

IT & Agency Users – Personnel in technology roles (internal regular staff or through a **Management Control Agreement**) and agency employees that have access to CJIS data and may not have a TLETS/Omnixx credential.

Local Agency Admin – Terminal Agency Coordinator (TAC) at agencies. This the main contact person the agency has set up with TX DPS to correspond changes, updates to connections and TLETS recordkeeping duties to name a few. This person is the authorized person on file to enter training records into the *CJIS Online* system.

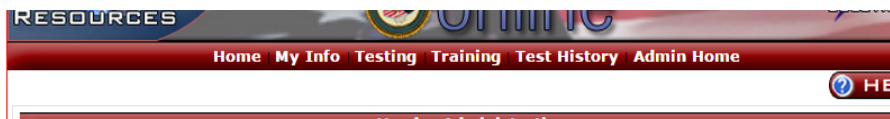
Login – An individual's unique business or personal email address. Cannot be a shared email address.

Vendor Access – The location vendor employees enter to take training in *CJIS Online*. The designated Vendor Admin signs into the *CJIS Online* system at this location.

Vendor Admin - The main contact person designated at a vendor's company responsible for entering and maintaining their own employee records in the *CJIS Online* system.

! Moving around in the application.

Navigation Ribbon buttons across the top area to Home, My Info, Admin Home, etc.



To get help on a topic, click the help button.



CJIS Online Home, *Logs off account* and goes to main screen.

Vendor Administrators – adding vendor employees

Open an Internet browser to: <https://www.cjisonline.com/>

Select the '**Vendor Access**' button.



Enter the Vendor Administrator's email address and password.

Click the '**Submit**' button.

The Easy Online Resource for CJIS Information

SECURE
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CJIS
online

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Vendor Login

Email Address: shawn.larsen@morrisale

Password :

Submit **Reset**

[Forgot Password](#)

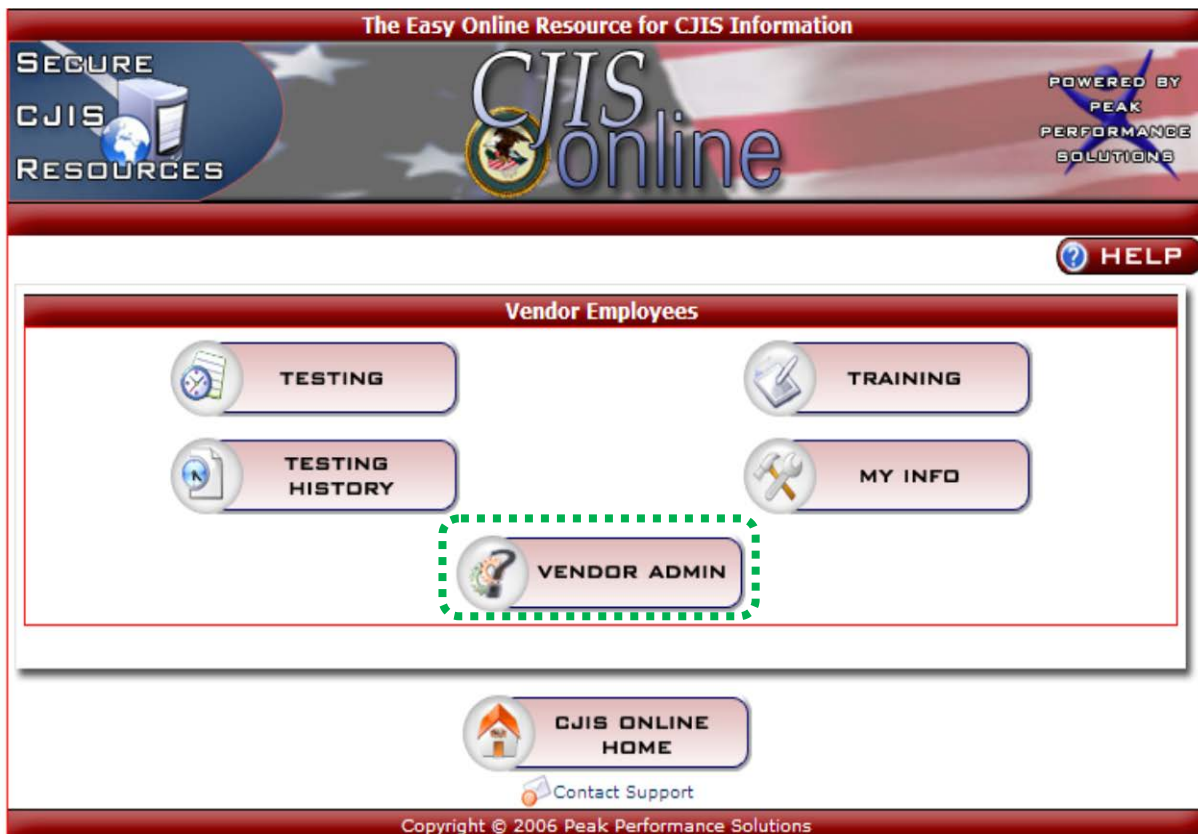
[Contact Support](#)

**CJIS ONLINE
HOME**

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Note: The Local Agency Admin (TAC) can create the initial sign on credential for the person designated at the vendor company who will be the company's training records Administrator. You may contact the agency TAC for a password reset.

Select the 'Vendor Admin' button.



Note: To get help at any time, click the '? HELP' button. There is a Navigation Ribbon of buttons across the top area to quickly move to screens. 'Contact Support' button is also available.

Tip: CJIS Online Home button will **logout** the account and go to the main screen.



Select the '**Vendor Users Management**' button.

Select '**Add New Vendor Employee**' button.
(To view your current user's list select 'List All Vendor Employees')



Vendor Administrator - Add New Vendor Employee

Top Section:

- Complete all mandatory fields marked by an asterisk *
- The vendor employee's first and last name.

Middle Section:

- In 'Level Assignment' click the dot next to the level needed, 1 or 3
- Choose the appropriate training level based on the level description

Bottom Section:

- Enter the person's unique email address then enter an initial password you create. This will become the initial user's sign on credential you will need to provide them.

Click the '**Submit**' button.

Add Vendor Employee to Morris Electronics

Company Name: Morris Electronics

First Name: *

Middle Name:

Last Name: *

Phone Number:

LEVEL NAME	LEVEL DESCRIPTION	ASSIGN
Level 1 CJIS Security Training	All Vendors with Access to CJI (This level is designed for vendors who do not have physical and logical access to CJI but may encounter it in their duties.)	<input type="radio"/>
Level 3 CJIS Security Training	Vendors with Information Technology Roles (This level is designed for all vendors with information technology roles including system administration, security administration, network administration, etc.)	<input checked="" type="radio"/>

Email address is your user name

Email Address: *

Confirm Email Address: *

Password: *

Confirm Password: *

Notes:

Fields without an asterisk are optional.

Your user's profile has now been created and will appear on the 'All Vendor Employees List' mentioned on previous page.

You can set the password to any secure password appropriate for the agency.

Make a note of the vendor employee login credentials as you will be relaying this to them to start training.

Vendor Administrators – reports

From the Vendor Admin home menu screen select the **'Reports'** button.



The following report types are available. Choose the **'Test Activity Report'**, **'Certification Expiration Report'** or **'User Status Report'** button.

The Easy Online Resource for CJIS Information

SECURE
CJIS
RESOURCES

CJIS
online

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Home My Info Testing Training Test History Admin Home

HELP

Test Activity Report

Reports Home

☒ **By Month**

All Passes/Fails
All Passes/Fails
Passed Only
Failed Only

December 2014

☐ **By Time Period**

From December 2014
To December 2014

☐ **Very Specific**

From December 23 2014
To December 23 2014

☐ **All Dates in Data Base**

Submit Reset

 **CJIS ONLINE HOME**

Contact Support

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Test Activity Report setup parameters.

Choose and enter the appropriate report criteria for the report selected and select the **'Submit'** button.

Tip: To quickly move back to the Reports selection screen click the **Reports Home** link.

For example, to quickly view staff with no test history select the **'Show Vendor Employees with No Test History'** link, choose appropriate timeframe and select the **'Submit'** button.

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Home My Info Testing Training Test History Admin Home

HELP

Expiration Report

Reports Home

→ [Show Vendor Employees with No Test History](#)

☒ By Month December 2014

☐ By Time Period From December 2014 To December 2014

☐ Very Specific From December 23 2014 To December 23 2014

☐ All Dates in Data Base

→ Submit Reset

CJIS ONLINE HOME

Contact Support

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Expiration Report setup parameters.

Security Awareness Training

Open an Internet browser to: <https://www.cjisonline.com/>

Select the '**Vendor Access**' button.



Vendor Users will see this login screen:

Enter your email address and password then select '**Submit.**'

The screenshot shows the 'Vendor Login' section of the CJIS online interface. The header includes 'The Easy Online Resource for CJIS Information', 'SECURE CJIS RESOURCES', 'CJIS online', and 'POWERED BY PEAK PERFORMANCE SOLUTIONS'. The login form has fields for 'Email Address' and 'Password', with 'Submit' and 'Reset' buttons. A 'Forgot Password' link is also present. A 'CJIS ONLINE HOME' button and 'Contact Support' link are at the bottom. The footer shows 'Copyright © 2006 Peak Performance Solutions'.

Select the '**Training**' button.

The screenshot shows the 'IT & Agency Employees' menu. The header is identical to the previous screen. The menu includes buttons for 'TESTING', 'TESTING HISTORY', 'TRAINING' (highlighted with a green dashed border), and 'MY INFO'. A 'HELP' button is in the top right. The footer includes 'CJIS ONLINE HOME', 'Contact Support', and 'Copyright © 2006 Peak Performance Solutions'.

This announcement will appear on your screen if your User Profile has been set to Level 1 CJIS Security Training.

If you are a certified TLETS Operator or IT person, you are accessing the inappropriate training. Please contact your CJIS Online Administrator or TAC for further instructions for Level 2 or 3.

To continue with the training, select the '**Begin Training**' button.

A screenshot of a web-based training assignment screen. The text is centered and reads: "You are assigned the following training: Level 1 CJIS Security Training which is intended for: All Personnel with Access to CJI (This level is designed for people who do not have physical and logical access to CJI but may encounter it in their duties.) Please contact your administrator if this is not the appropriate level." Below this text is a red button with the text "Begin Training" inside it. The button is enclosed in a green dashed rectangular border. The entire content is within a light gray frame with a vertical scrollbar on the right side.

You are assigned the following training:
Level 1 CJIS Security Training
which is intended for:
All Personnel with Access to CJI
(This level is designed for people who do not have physical and logical access to CJI but may encounter it in their duties.)
Please contact your administrator if this is not the appropriate level.

Begin Training

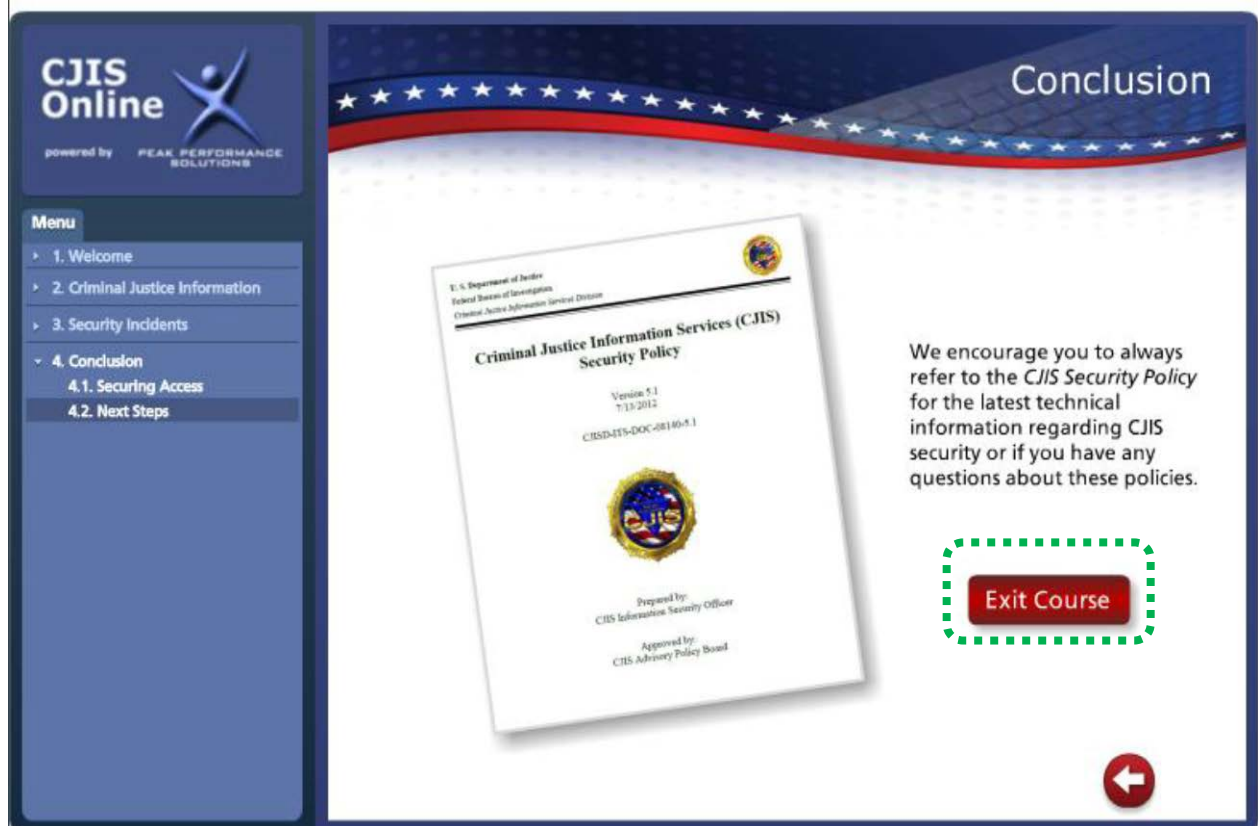
The screen will be similar to this when first accessed.

Please follow the prompts to continue with the training module.



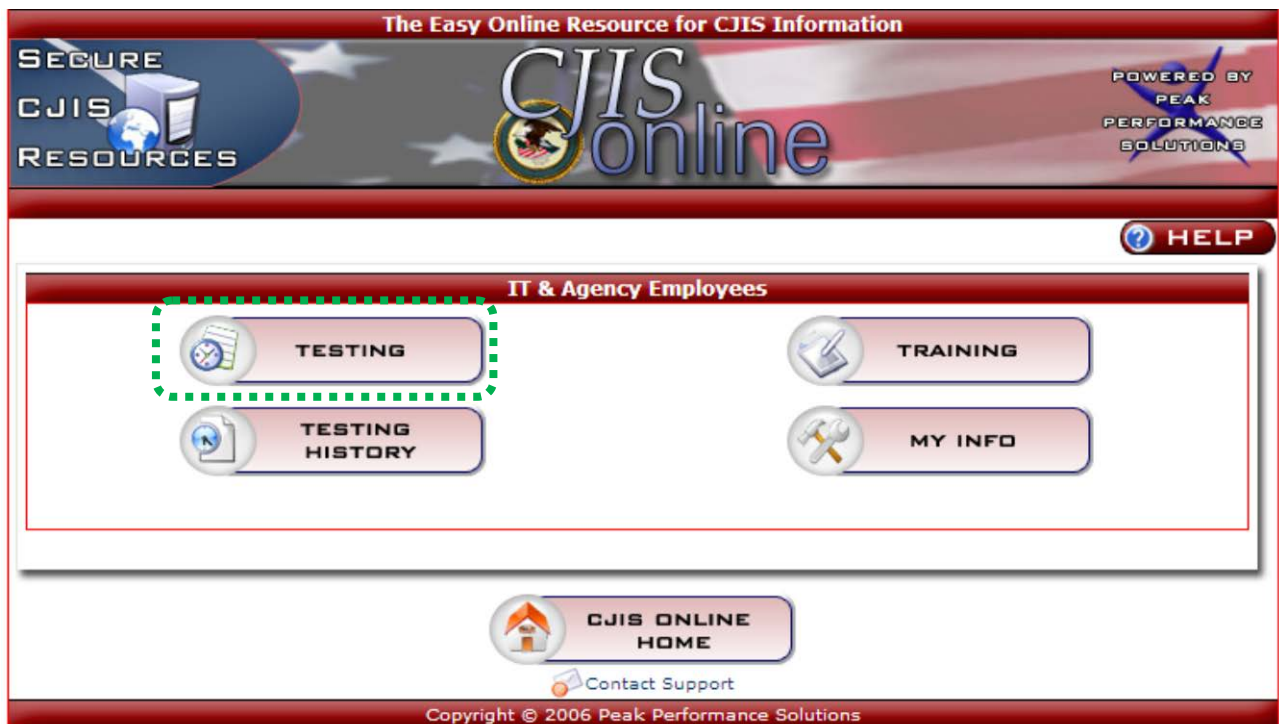
Once you have completed the Security Awareness Training you will see this page.

Select the '**Exit Course**' button to close the training module.



Once the Training Module is closed you will have access to the modules available prior to taking the test.

This time you will select the 'Testing' button.



You will be required to confirm taking the Security Awareness Training by checking the box on this page before you can begin your test.

After checking the box, click '**Submit**' button.

- Your name will appear here

Please confirm you have taken the training necessary to take the following exam: Level 1 CJIS Security Test

If you would like to take the training now click this button:

 **TRAINING**

By checking below you have confirmed that you have taken the necessary training for the exam. Users are required to complete the security awareness training everytime before taking the test. Security policies are constantly being updated, and review of the training is necessary.

☒ Confirm Training

Submit **Cancel**

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nexTEST

Frequently Asked Questions

1. Can the agency have more than one Admin account?

Not at this time.

2. Will my testing transfer from Omnixx to the new *CJIS Online* software?

Sorry, the previous training does not transfer over.

3. Is the *CJIS Online* training mandatory?

Security Awareness Training is required every two years and within six months of assignment. The *CJIS Online* software is another resource to help consolidate and automate training records for the agency. The agency may continue to use Omnixx training, the PDF and PowerPoint from our webpage, or create their own training meeting CJIS requirements in section 5.2.

4. How much does the *CJIS Online* software cost the agency?

There is no monetary cost to the agency.

5. If I enter a vendor record or account record incorrectly, can I delete it?

No. records can be edited, but not deleted by the agency. The agency can deactivate the account record, but not delete the record.

6. How will personnel be notified to be tested again in two years?

Each individual user will receive an automated email both 60 and 30 days prior to their expiration date on the first of the month in which that date falls. If the Admin would like to receive these emails as well for their users, they will need to log in as an Admin and click on the Expiration Notifications button and turn on the feature manually. This feature will cause the system to send the Admin an email on the first of each month of all their users who will be expiring in both 60 and 30 days.

7. My employees do not have a unique work email address?

The *CJIS Online* software requires an email address. There are other options available to the agency to meet Security Awareness Training requirements. Please visit our web page <http://www.dps.texas.gov/SecurityReview/documents.htm> for other training materials available. Personnel can also use a personal email address.

8. Is there a Spanish version available?

Not at this time.

9. Whom should I contact if I have questions about the *CJIS Online* software?

Agencies should contact TX DPS at 512-424-7364 or cjis.audit@dps.texas.gov only for this support.